

CA-PMM

Project Name: Provider Enrollment Automation Project (PEAP)

OCIO Project #: 4260-191

Department: Health Care Services

Revision Date: 6/5/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	We were unable to select a winning bid since all bids came in over the project budget.	We will incur a significant schedule delay since we may need to revisit the project requirements in an effort to reduce costs.	We are re-evaluating the RFP requirements

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2. Were any key milestones or deliverables rescheduled?	No	We are working with DHCS executive management to develop a strategy for moving forward. This may include revisiting the PEAP requirements in an effort to reduce costs.	We will incur a significant schedule delay.	Continue to work with DGS and make a recommendation on the best path forward.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	We were unable to issue the Notification of Intent to Award as scheduled.	We will incur a significant schedule delay.	Revisit the requirements and publish a new RFP with an updated schedule. Prepare an SPR.

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8. Are there any new major issues?	Yes	Since all of the proposals were over budget we were unable to select a winning bid. We will need to revisit the project requirements in an effort to reduce costs.	We will incur a significant schedule delay.	Revisit the requirements and publish a new RFP with an updated schedule. Prepare an SPR.
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Schedule delay	We will create a new schedule and include it in the upcoming SPR for approval.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Major procurement milestones, such as contract award and execution, will be adjusted due to having to conduct a new procurement.	We will create a new schedule and include it in the upcoming SPR for approval.
3. Is there any unplanned work that needs to be done?	Yes	We will have to revise the RFP and go through a second procurement.	Modify the RFP requirements and publish a new RFP. Create a new schedule and include it in the upcoming SPR for approval.
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	We will have to develop a new schedule for the new procurement.	Create a new schedule and submit it with the SPR.
6. Are there any tasks or milestones that should be removed from the plan?	No		

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7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Major procurement milestones, such as contract award and execution, will be adjusted due to having to conduct a new procurement.	Create a new schedule and submit it with the SPR.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

N/A

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Contract award	3/18/09	TBD	pending	Delayed procurement and consequent delayed implementation date.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Create a new schedule and submit it with the SPR.
Milestones			x	Create a new schedule and submit it with the SPR.
Deliverables			x	Create a new schedule and submit it with the SPR.
Resources	x			
Onetime Cost		x		Re-evaluate the RFP requirements to reduce costs.

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Continuing Cost			x	Perform additional market research, based on our evaluation and potential modifications of the project requirements, and incorporate the lessons learned from the initial procurement and submit these figures in the SPR.
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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Contract award	3/18/09	TBD	pending	Delayed procurement and consequent delayed	

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Create a new schedule and submit it with the SPR.
Milestones			x	Create a new schedule and submit it with the SPR.
Deliverables			x	Create a new schedule and submit it with the SPR.
Resources	x			
One Time Cost		x		Re-evaluate the RFP requirements to reduce costs.
Continuing Cost			x	Perform additional market research, based on our evaluation and potential modifications of the project requirements, and incorporate

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	2
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			8

*Green = 0 - 8**Yellow = 9 - 19**Red = 20+***Vendor Viability Rating Rationale**

We have not yet selected a solution vendor. However, we do not anticipate difficulty in securing a viable vendor.